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Liberty Standard Reports
User Guide for Representatives

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## Liberty Standard Reports

Liberty has a robust set of pre-defined reports available for Investment Advisors. To view a complete list of the available reports and descriptions, see the Standard Reports List in Appendix A of this document.
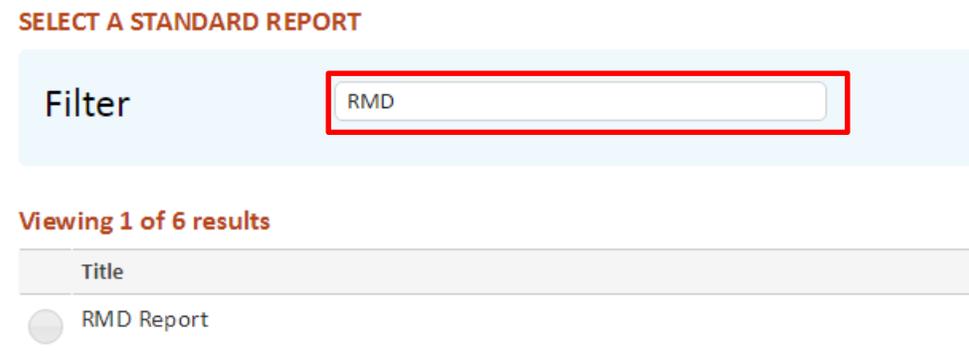
Navigation

The tabs at the top of the screen define major areas of functionality within Liberty. Standard Reports are located under the Documents tab.
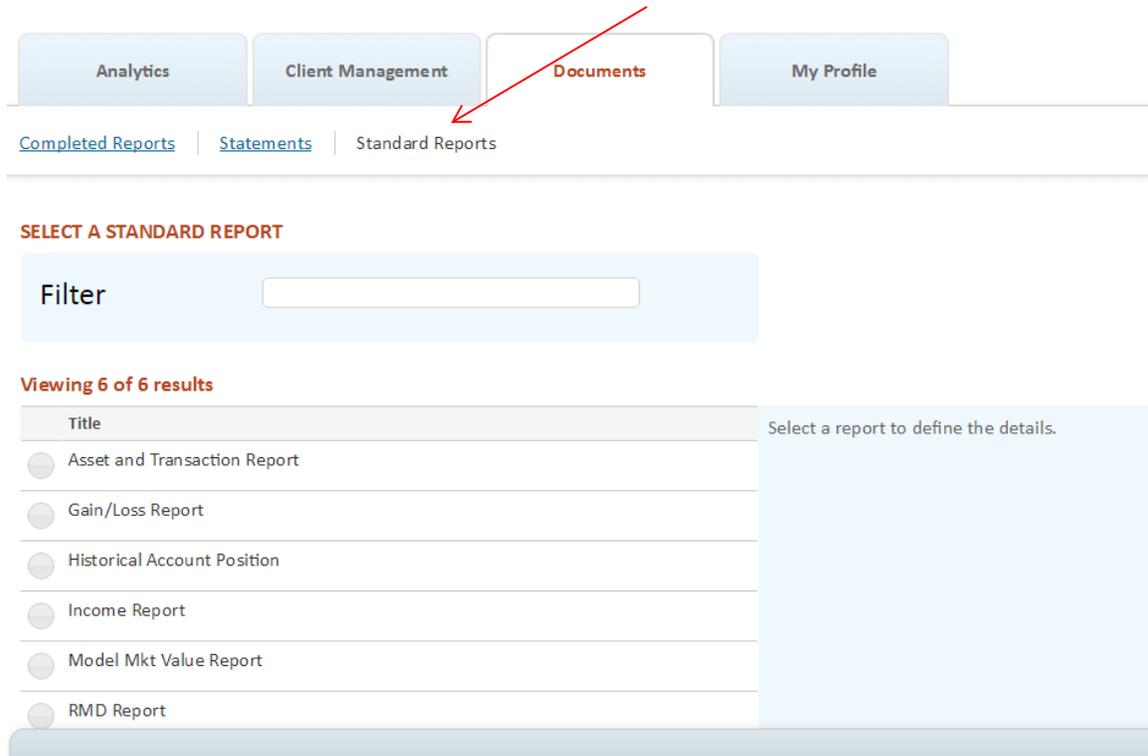
Report Library Search

Reports can be searched by name using the Filter function:

Report Selection

Reports are listed alphabetically by title in a paginated table. Click on the corresponding radio button to select the report you wish to run. Once selected, the report title will be highlighted with a blue background, and entry criteria will appear on the right hand side of the page. There will be a brief description of the selected Report.

Defining and Running Reports

Criteria will vary depending on the selected report. However there are a number of common criteria.

Report Title is a freeform field containing the default Report title. The title can be changed to run and save the Report with a custom title.

Reports can be run as Shared or Private Reports. Reports are set to Shared by default. Reports which are run with a Shared status will be visible and retrievable by other users within your business who have access to Standard Reports. Reports which are run with a private status will only be visible and retrievable to the user who ran the Report.

Required input fields are outlined in red. Once a value is input in the required field, the red outline will disappear.

Once all criteria have been input, click on the Run Report button within the action dock at the bottom of the page.

Note: Clicking on the Reset button will clear all entered criteria and the Report will not be run

After running the report, a confirmation message will appear at the top of the page:

Report queued Your report is being processed.
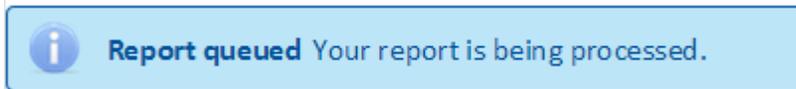
Viewing Reports

After the Run Report button is selected, Liberty will submit the requested report and confirm the receipt of the request. While the report is being generated, you may leave the Reports area and perform other functions in Liberty.

Typically, reports take only a few minutes to complete. However, if the request is for a large number of accounts or for a past date, it may take longer to generate the report. Once completed, the report will be available in the Completed Reports link located under the Documents tab.

Note: Completed Reports will be available on Liberty for 30 days.

To view a completed report, click on the hyperlinked report title located in the "Output Title" in the results table.

Reports with CSV format will be downloaded and opened by the browser download manger.

Reports with TXT format will be downloaded and opened in a new browser tab.

Searching Completed Reports

Completed Reports can be searched by a number of different criteria:

- Date Range based on Report create date
- Free text search
- Report title search
- Private or Shared Status

Appendix A - Standard Reports List

Asset and Transaction Report

Displays an unofficial client account statement.

Gain/Loss Report

For non-equity securities, displays actual cost and average cost as well as the associated gain or loss amounts for all 1099-B reportable events. In addition, the report header displays the investment advisor's election for determining the cost basis on transfers. For equity securities, cost basis is based on actual amounts. When selecting the report for an account list, the report will also include pending, open, and terminated accounts associated with the list.

Historical Account Position

Displays an account's total cash, total worth, and detailed asset information as of the date requested. The report includes all accounts in the list (pending, open and terminated).

Income Report

Displays an account's dividend interest and gain/loss data for a selected date range, similar to the detail clients receive in their tax packets at the end of the year.

Model Market Value Report

Displays breakdown of asset and cash amounts per model with account detail and account type. The report is available in either Text (TXT) or standard Comma Separated Value (CSV) formats.

RMD Report

Displays the ending balance as of the prior year, required minimum distribution amount, the total amount of distributions, and the total remaining distributions for accounts for the selected tax year. The report may be generated for Traditional IRAs, SIMPLE IRAs, or both. It also includes the option to include terminated accounts or accounts with Life Expectancy Payments (LEP) in the report output.